



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND
500th MILITARY INTELLIGENCE BRIGADE
SCHOFIELD BARRACKS, HAWAII 96857-5300

IAPD-CDR

16 June 2006

MEMORANDUM FOR ALL 500th MILITARY INTELLIGENCE BRIGADE MEMBERS

SUBJECT: Open Door Policy

1. Any soldier or civilian employee assigned to the 500th Military Intelligence Brigade who has an issue that can only be resolved by a personal meeting with me is welcome to pursue that option. I strongly urge you, however, to first seek resolution at the lowest possible level within your chain of command.
2. I would ask that you work with your chain of command and my administrative assistant to schedule an appointment to ensure that I can dedicate the time necessary to address the issue with you. I will make every attempt to meet with you at the earliest opportunity.
3. This policy does not preclude members from the traditional privileges of requesting permission, through the chain of command, to see a higher level commander, the Equal Opportunity Office, or the Inspector General.
4. This letter supersedes all previous open door policy letters.

A handwritten signature in black ink, appearing to read "S. R. Grove", is positioned above the printed name.

STEVEN R. GROVE
COL, MI
Commanding